



**AGENDA**  
**REGULAR ARCHITECTURAL REVIEW BOARD MEETING**  
**Public Meeting Room, Village Hall**  
**Tuesday, October 20, 2015**  
**7:00 p.m.**

*Reasonable accommodations or auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need any special services or accommodations.*

**CALL TO ORDER**

**1.0 ROLL CALL**

**2.0 APPROVAL OF MINUTES**

2.1 Approval of the Minutes of the Architectural Review Board Meeting held on Wednesday, September 16, 2015.

**3.0 ITEMS OF GENERAL BUSINESS**

3.1 Continued Consideration and Discussion regarding concepts and objectives for the Update to the Lincolnshire Design Guidelines (Village of Lincolnshire).

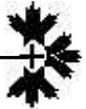
**4.0 UNFINISHED BUSINESS**

**5.0 NEW BUSINESS**

**6.0 CITIZEN COMMENTS**

**7.0 ADJOURNMENT**

The Architectural Review Board will not proceed past 10:30 p.m. unless a motion is made and approved by a majority of the Architectural Review Board members to extend the meeting one-half hour to 11:00 p.m. Any agenda items or other business that are not addressed within this time frame will be continued to the next regularly scheduled Architectural Review Board Meeting.



**UNAPPROVED** Minutes of the **ARCHITECTURAL REVIEW BOARD** held on Wednesday, September 16, 2015, in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

**PRESENT:** Chairman Grover, Members Gulatee, Hardnock, Kennerley, Jensen and Trustee Hancock.

**ABSENT:** Member Barranco.

**ALSO PRESENT:** Stephen Robles, AICP - Village Planner

**CALL TO ORDER:** Chairman Grover called the meeting to order at 7:08 p.m.

### 1.0 ROLL CALL

The roll was called by Village Planner Robles and **Chairman Grover** declared a quorum to be present.

### 2.0 APPROVAL OF MINUTES

2.1 Approval of the Minutes of the Architectural Review Board held Tuesday, April 21, 2015.

**Member Hardnock** moved and **Member Gulatee** seconded the motion to approve the minutes of the regular meeting of the Architectural Review Board held on April 21, 2015, as presented. The motion passed unanimously by voice vote.

### 3.0 ITEMS OF GENERAL BUSINESS:

3.1 Continued Consideration and Discussion regarding concepts and objectives for the Update to the Lincolnshire Design Guidelines (Village of Lincolnshire).

**Village Planner** Robles presented Staff's memorandum and noted that back in April, Staff introduced the Village's Design Guidelines to the ARB and outlined the need for the proposed updates. The existing guidelines were established in the early 1990's, through the services of external consultants, and had not been updated in over 20 years. The original intent of the Guidelines focused solely on the Village Center referred to as the "Half Day Area", and described building use, placement, height, parking, etc. in a very specific manner, which limited design creativity and monotonous developments. He continued, the objective of the updates were to modernize the Guidelines and establish contemporary guides for new construction and redevelopment of non-residential properties within the area of the Guidelines. Staff proposed to expand the area beyond the Village Center to properties along Route 22, Milwaukee Avenue and Aptakisic Road, as they were the most visible areas of the Village. **Village Planner Robles** re-summarized the objectives of the Guidelines as: 1) further the vision of the Update 2012 Comprehensive Plan by providing design and aesthetic standards for commercial, mixed-use and office development within the Village's commercial corridor; 2) create a contextual relationship with the existing Village character, while



avoiding/without creating repetitive and uninteresting environments; 3) establish reasonable expectations regarding architecture and landscape quality to strengthen the Village's economic tax base; and 4) create safe and efficient pedestrian and vehicular networks linking development and public spaces along the Village's commercial corridors.

**Village Planner Robles** continued, that at the April 21<sup>st</sup> ARB meeting, the Board provided comments on the following items:

Item 1 - Building Placement: Building placement and orientation is an important element of site design. The existing Guidelines specified building placement, including minimum and maximum building setbacks for each area of the guidelines. Those detailed location requirements significantly limited design flexibility of building placement based on physical site conditions and ultimate use of the building. He explained that Staff's aim of the updates was to identify design and aesthetic standards by establishing reasonable expectations of building design and site development. Rather than defining specific building placement within the Guidelines, identifying preferred building orientation, such as fronting the street, was more suitable. Staff sought the ARB's direction whether basic building locations is preferred, rather than exact building locations.

**Member Hardnock** expressed uncertainty how to get to a level of detail with building placement since many properties of the Guidelines were not building from scratch. **Chairman Grover** noted that it was his preference to control minimum building setbacks from the street, rather than placement or orientation. **Member Hardnock** explained there were many past discussions about the Village's Downtown area, but the current development does not fit with those past discussions. **Member Jensen** sought clarification on the reason for the Design Guidelines, especially if the idea was to require existing buildings to follow what will be established. **Village Planner Robles** explained that the Guidelines will serve as a tool for developers, as well as Staff and the ARB, in providing direction regarding new development and redevelopment of properties within the proposed area. The intent was not to require existing properties to comply with the Guidelines since they serve as guides, rather than code requirements. **Member Gulatee** expressed that if there were still undeveloped properties, the ARB should assess each property to determine how it could be developed. Pedestrian access and connectivity must also be considered, which was not the current reality. Many of the properties on Milwaukee Avenue are not conducive to pedestrians and can improve with streetscape and having IDOT impose speed limit restrictions to slow down traffic. He continued that the pocket park located near the Fresh Market should have included a boardwalk along the Indian Creek, as it was designed, however, it was determined nobody would use it expect for the Fresh Market and the neighboring residents.

**Village Planner Robles** continued that Member Gulatee's comments on pedestrian connectivity tied in with Item 2 – Encouraging Connectivity, and explained the ARB expressed the need for connectivity to promote pedestrian access to retail and services, and decrease traffic congestion. One of the primary objectives of the Guidelines is to create safe and efficient pedestrian and vehicular networks to link



developments and public spaces, which would aid in reducing traffic on local roads.

**Village Planner Robles** proceeded with Item 3 – Understanding Village’s Vision for Areas in the Guidelines, noting the ARB also expressed the need to understand the Village’s vision for the areas within the Guidelines. Community visioning is a common exercise within urban planning for developing consensus about what future the community desires and deciding actions necessary to achieve it. The Guidelines were intended to represent design objectives to convey the main elements of quality site and building design without inhibiting architectural creativity or impede the implementation of best practices. Since the Guidelines were intended to serve as guides rather than specific requirements for commercial development, Staff believed that could be accomplished without an extensive visioning exercise.

**Member Jensen** clarified with Staff regarding the request for expanding the area of the Guidelines. **Village Planner Robles** confirmed that was a recommendation proposed by Staff. **Chairman Grover** concurred with the expanded area proposed. **Village Planner Robles** continued that a proposed Departmental Goal of 2016 was to develop a master plan for Milwaukee Avenue corridor, which would focus on those elements described by Member Gulatee.

Additional discussion occurred regarding the overall purpose of the Village’s Design Guidelines and its timing related to the proposed Milwaukee Avenue Corridor Study proposed by Staff for 2016.

**Member Hardnock** expressed that the Board was overthinking the purpose of the Guidelines and felt this document could serve as a quality control document regarding fit and finish of development. He continued by asking if the ARB had read the proposed Outline of updates prepared by Staff, noting it was really well done.

**Chairman Grover** requested a consensus of the ARB in support of the expanded coverage area of the Guidelines and with the Staff proposed Outline. There was a consensus amongst the ARB, with Staff to return to the next regularly scheduled meeting to present a draft Guidelines document based on the Outline.

#### 4.0 UNFINISHED BUSINESS (None)

#### 5.0 NEW BUSINESS

**Chairman Grover** welcomed Todd Jensen as a new member to the ARB.

**Trustee Hancock** expressed that the Village’s Codes for residential are rather restrictive, such as shed placement and size, trees, etc., but the Codes did not address home design and inquired if the ARB had ever considered such review. He continued, that house size is further based on Codes, but only due to a ratio based on the lot size, which could led to a very large home despite compliance with Code. **Chairman Grover** noted that historically the ARB did not conduct such reviews. **Trustee Hancock** also noted his concern that a home could be constructed without any requirements for landscaping around the house, apart from trees. Lastly, he inquired if any residential subdivisions should require ARB review to prevent repetitive home styles. **Member Hardnock** concurred that new residential subdivision should also be reviewed by the



ARB. **Member Kennerley** also agreed and noted what should be the threshold for ARB review.

**6.0 CITIZENS COMMENTS (None)**

**7.0 ADJOURNMENT**

There being no further business, **Chairman Grover** adjourned the meeting at 8:20 p.m.

Minutes submitted by Stephen Robles - AICP, Village Planner.

**REQUEST FOR BOARD ACTION  
Architectural Review Board  
October 20, 2015**

<b>Subject:</b>	Lincolnshire Design Guidelines Update
<b>Action Requested:</b>	Continued discussion of concepts and objectives for the Update to the Lincolnshire Design Guidelines.
<b>Originated By/Contact:</b>	Stephen Robles, AICP - Village Planner Department of Community & Economic Development
<b>Referred To:</b>	Architectural Review Board

**Background:**

- At the September 16, 2015 meeting, the ARB directed Staff to prepare a draft Design Guidelines document based on the proposed Update Outline (attached) previously submitted.
- Since the existing guidelines were established by a consultant in the early 1990's, they have not been updated. The current objective is to modernize the Guidelines, establish the desired visual character for new construction and redevelopment, and implement that vision.

**Summary:**

- The attached Lincolnshire Design Guidelines document was developed based on the Update Outline and is divided into the following sections:
  1. Chapter 1
    - a. Purpose of Design Guidelines
    - b. Village of Lincolnshire Character
    - c. Desired Character & Development Pattern
  2. Chapter 2
    - a. Placement & Orientation
    - b. Architectural Style
    - c. Building Materials
    - d. Façades
    - e. Roofs
    - f. Awning & Canopies
    - g. Service & Site Amenities
    - h. Landscaping
- As directed by the ARB, the Guidelines document is intended to serve as a guide, representing design objectives for non-residential development along major thoroughfares. The aim is to convey the main elements of quality site and building design, and not to inhibit architectural creativity or impede the implementation of best practices.

**Recommended Action:**

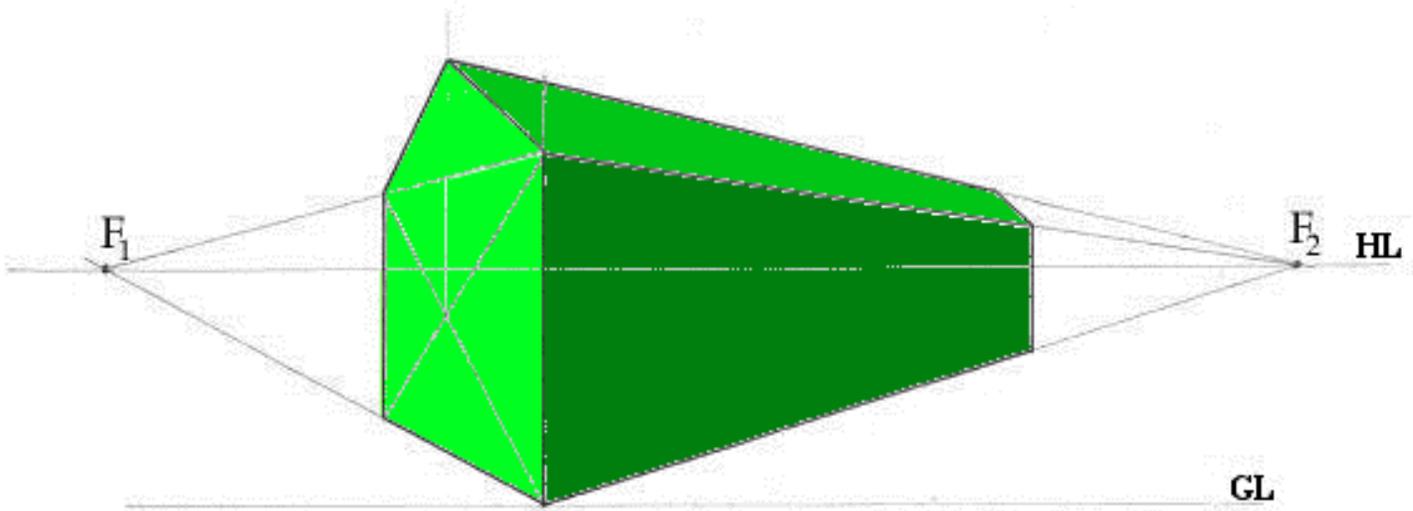
Approval of the Draft Lincolnshire Design Guidelines document, and recommendation to the Village Board for adoption.

**Reports and Documents Attached:**

- Draft Lincolnshire Design Guidelines document, prepared by Staff
- Design Guidelines 2015 Update Outline, prepared by Staff.

- Staff memorandum of the April 21, 2015 and September 16, 2015 ARB meeting.

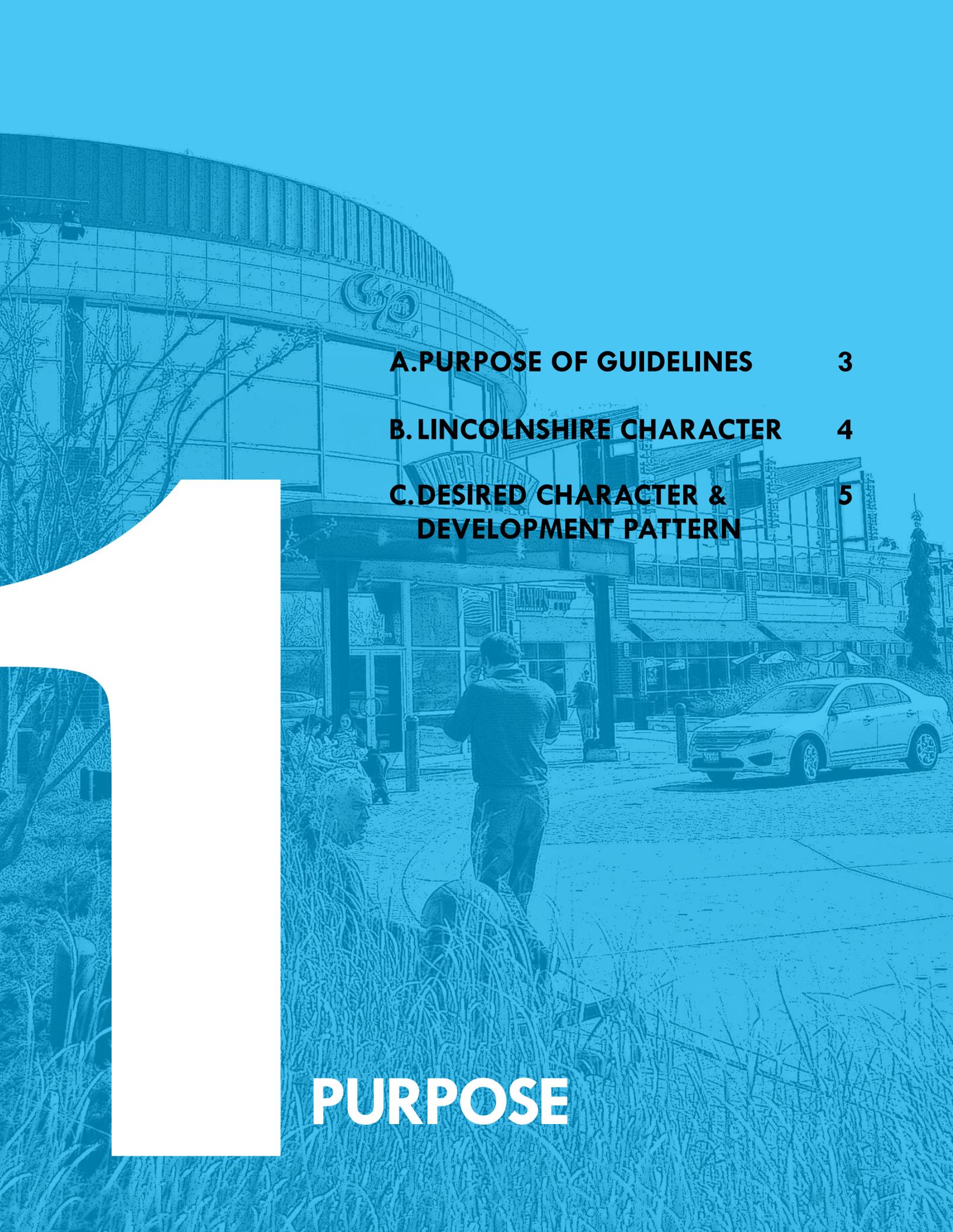
<b>Meeting History</b>	
Initial Referral at Village Board (COW):	July 28, 2014
Architectural Review Board (Cancelled):	August 19, 2014
Architectural Review Board (Tabled):	September 16, 2014
Architectural Review Board (Tabled):	October 21, 2014
Architectural Review Board:	April 21, 2015
Architectural Review Board (Cancelled):	August 18, 2015
Architectural Review Board:	September 16, 2015
Current Architectural Review Board:	October 20, 2015



# DESIGN GUIDELINES

## Village of Lincolnshire

Community & Economic Development  
Architectural Review Board  
[www.lincolnshireil.gov](http://www.lincolnshireil.gov)



**A. PURPOSE OF GUIDELINES 3**

**B. LINCOLNSHIRE CHARACTER 4**

**C. DESIRED CHARACTER & DEVELOPMENT PATTERN 5**

**PURPOSE**

## 1 A. PURPOSE OF DESIGN GUIDELINES

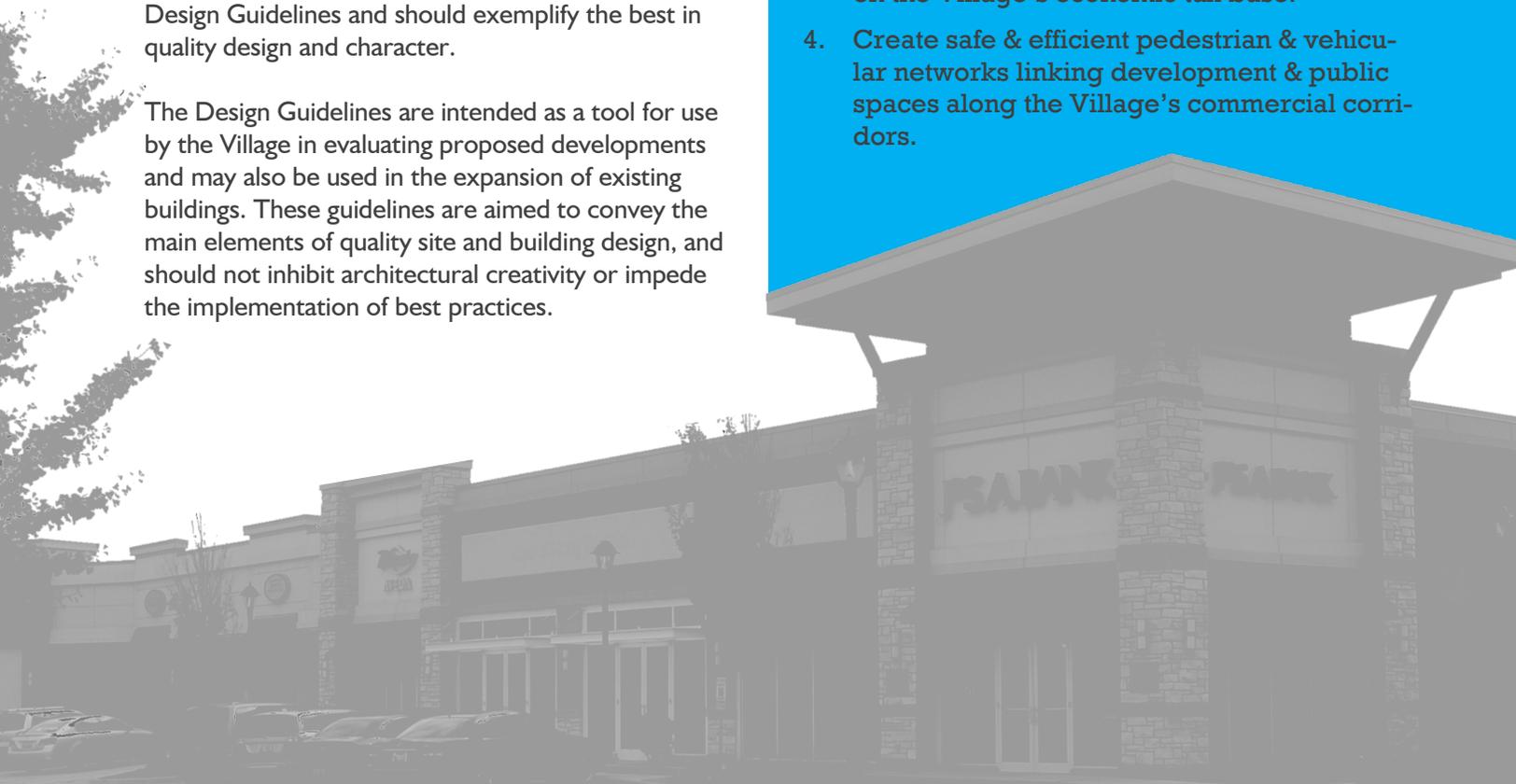
Since incorporation in 1957, the Village of Lincolnshire has established itself as a community that emphasizes the importance of the built environment through distinctive site design, high-quality architecture, and preservation of the natural environment. This mindset is evident in the original custom-built single-family homes of the Ladd's Lincolnshire Subdivision and continues through every new development proposal requested in Lincolnshire.

The purpose of these Guidelines is to represent the design objectives of the Village for non-residential development along Milwaukee Avenue and Half Day Road, the main commercial corridors within Lincolnshire. These two corridors serve as the main thoroughfares throughout the community and are travelled by numerous residents and visitors on a daily basis. As a result, the visual character of the Lincolnshire's built environment is "front and center" and sets the tone of the community's identity. While high-level development design is a goal throughout the entire community, these highly-visible corridors are the focus of the Design Guidelines and should exemplify the best in quality design and character.

The Design Guidelines are intended as a tool for use by the Village in evaluating proposed developments and may also be used in the expansion of existing buildings. These guidelines are aimed to convey the main elements of quality site and building design, and should not inhibit architectural creativity or impede the implementation of best practices.

### Primary Objectives of Guidelines:

1. Further the vision of the Update 2012 Comprehensive Plan by providing design & aesthetic standards for commercial, mixed-use & office development within the Village's commercial corridor.
2. Create a contextual relationship with the existing Village character, while avoiding repetitive & uninteresting built environments.
3. Establish reasonable expectations regarding architecture & landscape design to strengthen the Village's economic tax base.
4. Create safe & efficient pedestrian & vehicular networks linking development & public spaces along the Village's commercial corridors.



*Lincolnshire Commons Retail Development*

## 1 B. VILLAGE OF LINCOLNSHIRE CHARACTER

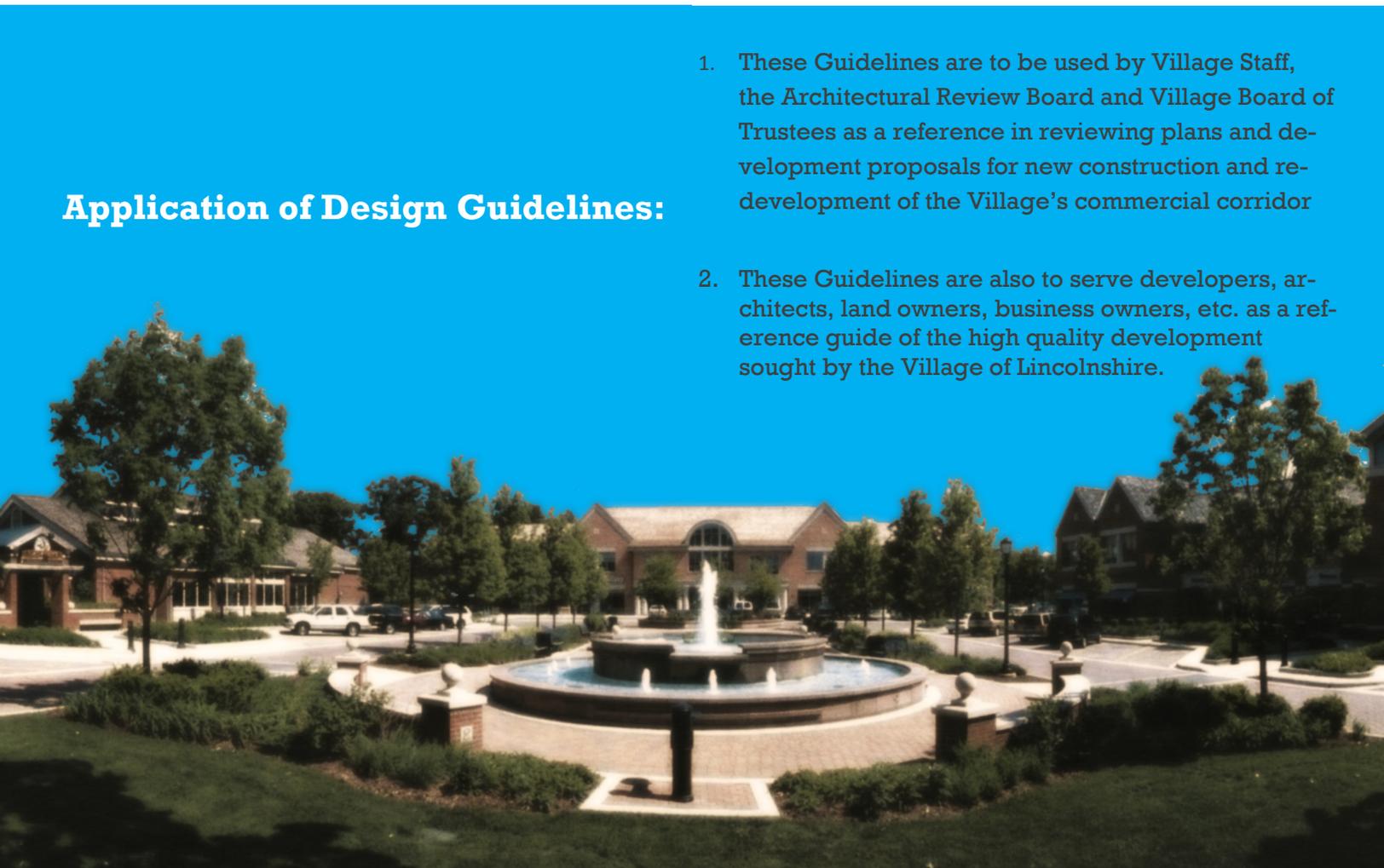
Having been established in 1957, through the original “Ladd’s” Lincolnshire subdivision, the Village’s architectural style is indicative of the post-War era. Although the Village isn’t defined by one dominant style, Postmodern influences, mixed with regional Prairie style elements, combined with Traditional themes are characteristic of Lincolnshire.

The Village’s commercial buildings are strongly influenced by the use of high-quality materials such as brick, stone, limestone, and cedar shake roof shingles. Building detailing plays a contributing role in enhancing the aesthetic character and is as fundamental as the building’s design or use of materials.

The manner in which commercial buildings are landscaped reflects strongly on the Village’s image and commitment to the natural environment. As a result, the landscaping expectations for commercial developments is to achieve and maintain sustainable and functional landscapes, which emphasize the use of plants native to this area and to provide vegetation color and interest throughout the entire year.

### Application of Design Guidelines:

1. These Guidelines are to be used by Village Staff, the Architectural Review Board and Village Board of Trustees as a reference in reviewing plans and development proposals for new construction and re-development of the Village’s commercial corridor
2. These Guidelines are also to serve developers, architects, land owners, business owners, etc. as a reference guide of the high quality development sought by the Village of Lincolnshire.



# DRAFT

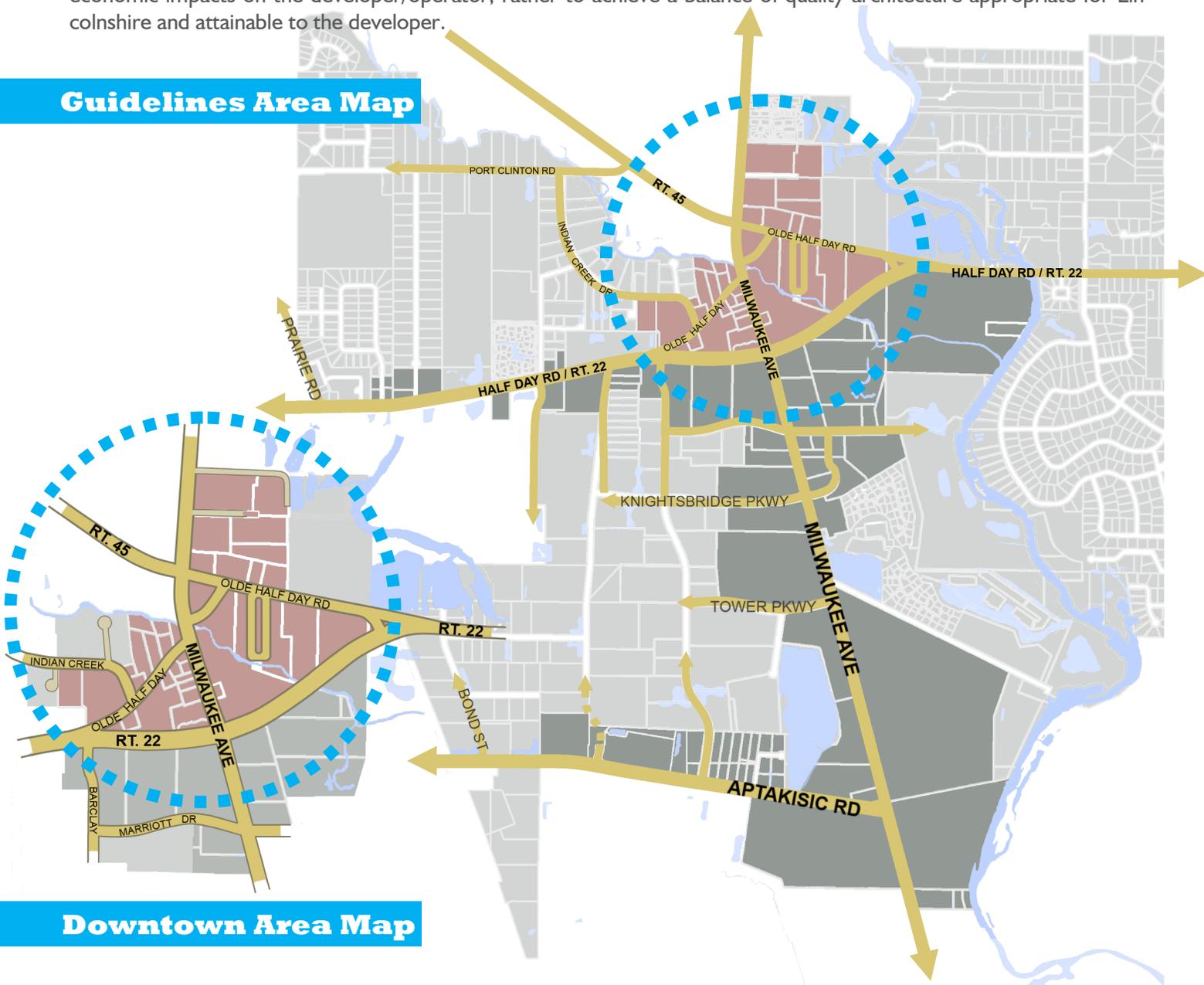
## 1 C. DESIRED CHARACTER & DEVELOPMENT PATTERN

The highly traveled regional roadways of Milwaukee Avenue, Half Day Road (IL Route 22), and Aptakistic Road provide Lincolnshire with the opportunity to reinforce its commitment to quality architecture and design. Construction should be complimentary to the established architectural character, but careful to establish a unique identity and place within Lincolnshire.

Development should consist of exceptional design and quality building materials reflective of the Village's built environment. Where appropriate, the use of quality building materials on every building façade should be accomplished.

Development must also enhance Lincolnshire's economic vitality beyond the sole inspiration of aesthetics. The Village of Lincolnshire's expectation must be realistic to the economic climate and the effects of a business's operation. Design and aesthetic recommendations/requirements should not serve as obstructions or without due consideration to the economic impacts on the developer/operator, rather to achieve a balance of quality architecture appropriate for Lincolnshire and attainable to the developer.

**Guidelines Area Map**



**Downtown Area Map**

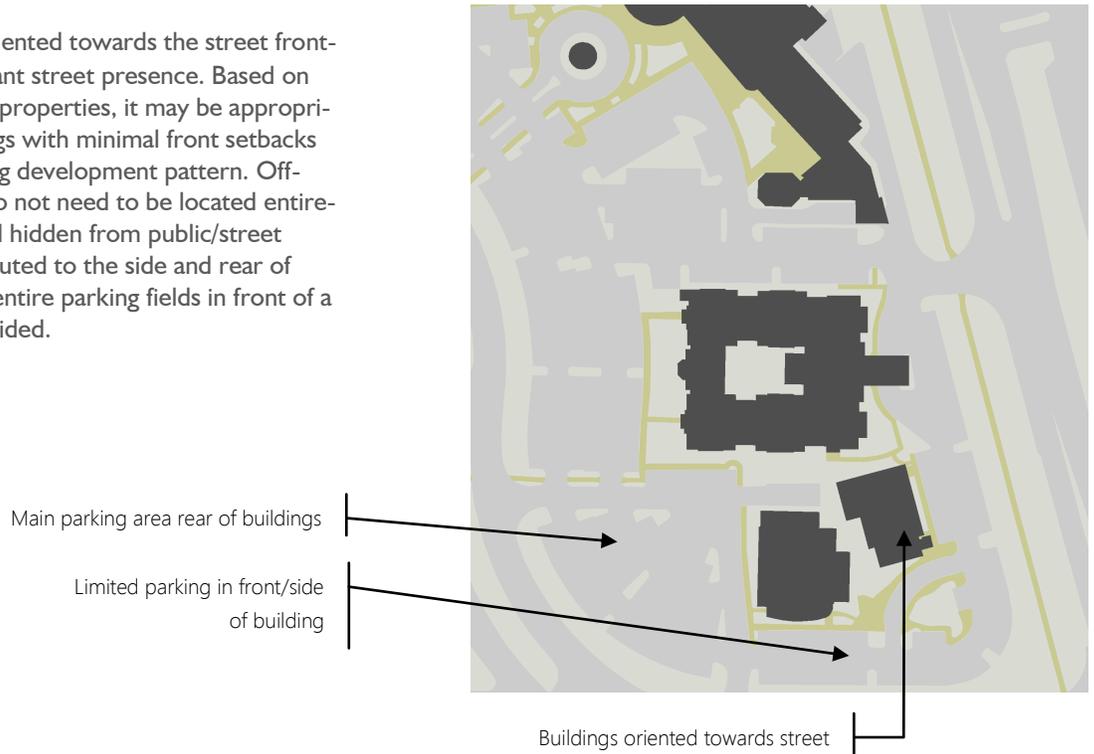


<b>A. PLACEMENT &amp; ORIENTATION</b>	<b>7</b>
<b>B. ARCHITECTURAL STYLE</b>	<b>9</b>
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# **DESIGN GUIDELINES**

## 2 A. PLACEMENT AND ORIENTATION

1. Buildings should be oriented towards the street frontage to establish a vibrant street presence. Based on the adjacent buildings/properties, it may be appropriate to position buildings with minimal front setbacks to maintain the existing development pattern. Off-street parking areas do not need to be located entirely behind buildings and hidden from public/street view, rather be distributed to the side and rear of buildings. Positioning entire parking fields in front of a building should be avoided.



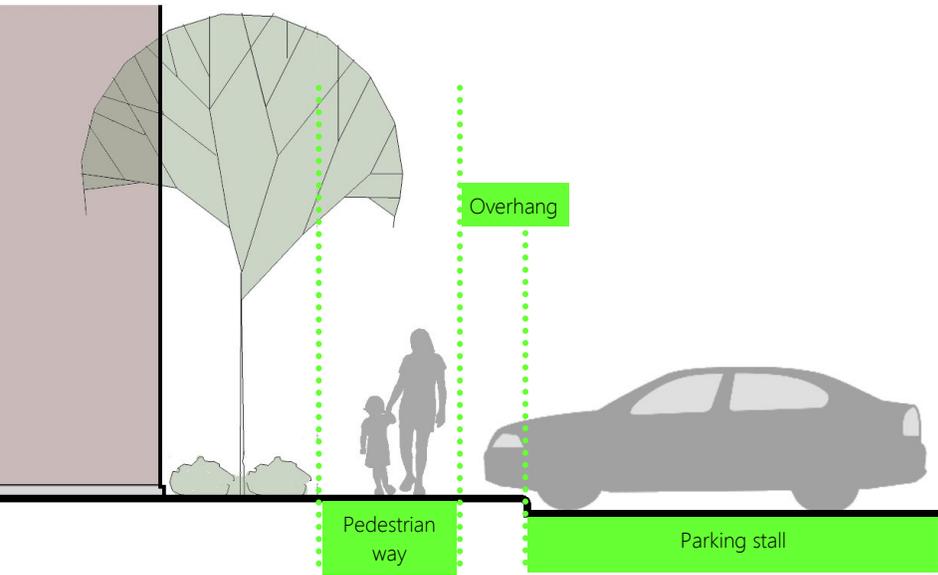
2. Buildings on corner lots should be positioned appropriately to take advantage of the corner street frontage and establish a prominent focal point, both in building location and architectural features. Thoughtful site design to locate main parking fields away from the intersection should be conducted.
3. Vehicle drive-thru facilities, including service windows and access lanes, should be positioned to minimize the visual impact from the street frontage to the greatest extent possible. Creative site design techniques, such as detached drive-thru facilities or integration of the drive-thru facility into the site/building design to conceal the facility may be appropriate.



## 2 A. PLACEMENT AND ORIENTATION (cont.)

4. Parking areas should be designed to provide safe and logical navigation throughout the parking areas. When possible, sidewalk connectors from the parking lot to the building pad should be provided to minimize pedestrians having to walk within the vehicle drive aisles. Vehicular ingress and egress to a site should focus on maximizing vehicle stacking opportunities so there is minimal impact on internal circulation and parking.

5. Parking spaces immediately adjacent to a building should be separated with adequate foundation landscape planting areas to establish a refined transition between parking areas and the building. For parking spaces fronting a curb line, the parking space length can be shortened by 2 feet where a vehicle overhang can be provided. Parking spaces where vehicle overhang is adjacent to a sidewalk, the sidewalk width should be increased to 7 feet to provide sufficient/unobstructed pedestrian access.



## 2 B. ARCHITECTURAL STYLE

The architectural tone of Lincolnshire's commercial area is generally classified as traditional, where Postmodern design of reference and ornament are emphasized on the façade is the most commonly implemented architectural style in the Village. Commercial settings have recently expanded the architecture pallet to include Prairie School design elements, colors and materials.

**New construction should be mindful of the existing architectural context, but must establish its own unique identity and place within Lincolnshire to avoid producing undistinguishable environments.**



# DRAFT

## 2 C. ARCHITECTURAL ELEMENTS

1. One-story commercial buildings should have their height accentuated through varied roof heights or architectural tower elements to provide presence.



2. Tower elements are encouraged and should be incorporated into the building design, where appropriate. Roof and building façade materials for such elements can incorporate distinctive materials separate from the main building field, but should be complementary to the overall building design and scale.



3. Buildings should incorporate a three-component façade design, including:
- 1) Base element, through materials and design,
  - 2) A main building field, and
  - 3) Varied roofline.



## 2 D. BUILDING MATERIALS

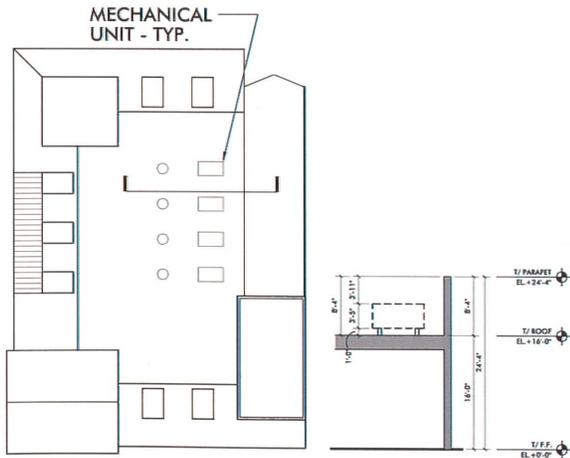
Beyond architectural style, a key element of a building's identity is the application of quality exterior materials. A variety of materials, such as stone, brick, granite, steel, wood, etc, is encouraged to create an enduring appearance.

1. Exterior materials that are coordinated with adjacent buildings establish a harmonized character. However, repetitive use of like materials and colors can create a monotonous environment which could lead to a lack of identity amongst developments/buildings.
2. Synthetic materials such as Exterior Insulation and Finishing Systems (EIFS) and Dryvit® should not be used as the principal building material, but can be an acceptable application for secondary accent elements and features. However, materials such as cement fiber siding (“hardiboard”) and composite roofing shingles that give the impression of natural materials can be an acceptable substitute for primary exterior building materials.
3. Rooftop equipment screens, rain gutters, downspouts, exhaust vent/screens, and similar ancillary components should coordinate with the building colors to appear as unobtrusive as possible.
4. To achieve a strong architectural setting, it is essential building façades be well articulated, with special attention to street-facing façade. Multiple building façades visible from the public way, parking lots, etc. must also display equal attention to detail and design as the primary façade, in which the material palette should be carried through on all visible façades of the building.
5. Blank walls facing public ways are discouraged and should incorporate architectural detailing and ornamentation even if not a customer entry. False storefronts or other detailing that gives the impression of an active elevation should be utilized.
6. Architectural detailing and ornamentation (e.g., windows, cornices, lintels, medallions, columns, etc.) are encouraged to provide visual interest.

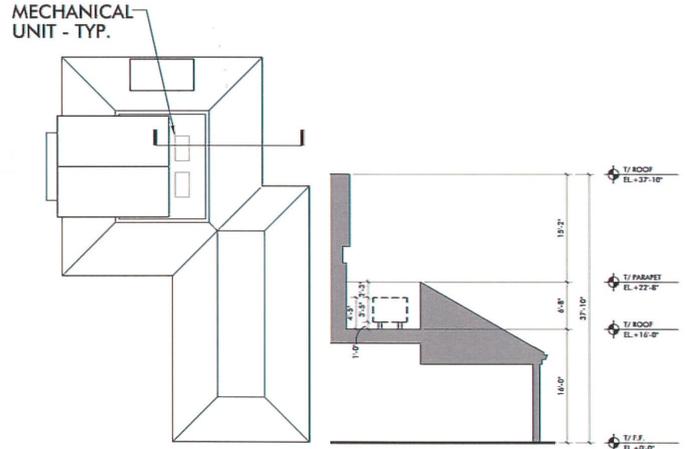


## 2 E. ROOFS

1. Roof styles need to be compatible with the building's architectural design character.
2. Roof design elements (e.g., dormers, "eyelids", etc.) are encouraged to break up long roofs sections. However, use of such elements should be implemented consciously so that elements do not appear forced.
3. Roof materials should consist of slate shingles, architectural-grade asphalt shingles, or synthetic shingles which give the appearance of slate or cedar or natural materials. Cedar shake roofing shingles are also acceptable; however, the long term maintenance and associated costs may not outweigh the visual appeal of such material. Roof materials for tower elements can incorporate distinctive materials separate from the main roof, such as standing seam metal, but should be complementary to the overall roof design.
4. Roofs should be designed to permit rooftop-mounted mechanical equipment to be placed within a well or behind parapet walls to be screened from surrounding properties.
5. Roof heights should be varied, where appropriate.



Parapet Roof Screen



Roof Well Screen

© A. Epstein and Sons, Int'l

## 2 F. AWNINGS & CANOPIES

1. Awnings and canopies should be an integral architectural feature of the building design, tailored to the façade of the building and positioned so that distinctive architectural features remain visible.
2. Materials should consist of incombustible, non-reflective canvas or canvas-like material. Metal awnings and canopies can be appropriate based on compatibility with the specific building architectural style.
3. Colors and patterns of awnings need not match the overall color scheme of the building to which they are attached, but should complement the building design.



## G. LIGHTING

1. Site lighting should reflect the architectural tone of the development and maintain a compatible style/design throughout.
2. Building illumination should extend beyond aesthetics and serve a functional purpose for safety. Architectural building elements and ornamentation can be highlighted through the use of thematic lighting, but should be carried out tastefully.
3. Pedestrian-oriented lighting fixtures and bollard lighting should be included in the site development.



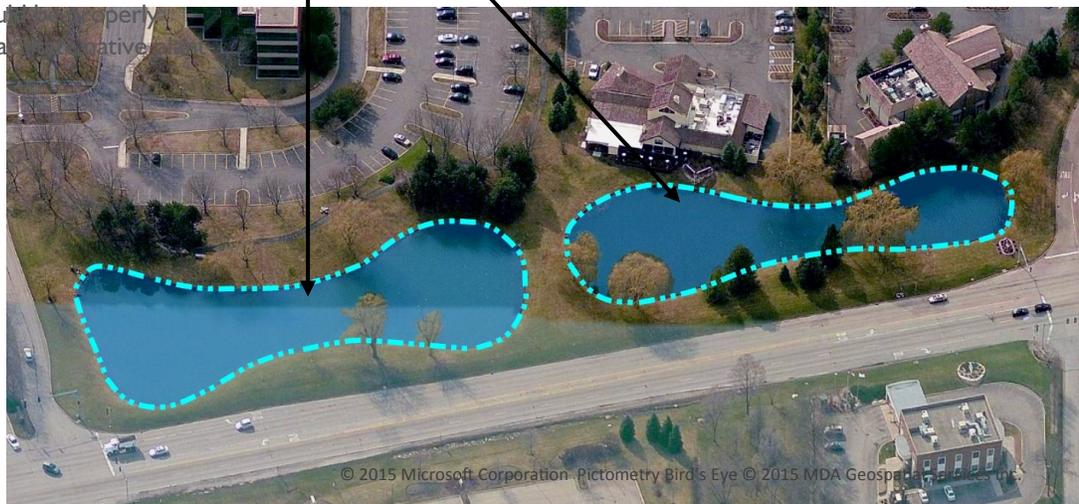
## 2 H. SERVICE & SITE AMENITIES

1. Site amenities such as flower baskets, sculptures, water fountains, children’s play areas, etc., are encouraged to introduce a sense of place and character to developments.
2. Site furniture (e.g., benches, trash containers, drinking fountains, bike racks/stations, etc.) locations need to be strategically positioned to be functional. Materials should be weather-resistant to reduce wear and tear.
3. Trash enclosures and service areas need to be concealed with a solid enclosure constructed of consistent building materials and colors to blend with the surroundings. For those portions of the enclosure which are open to public view, landscaping to soften the visual effect of enclosures and service areas is necessary.
4. Every effort should be taken to locate service areas in the rear of the site’s layout and limit visibility from the street frontages.



## 2 I. LANDSCAPING

1. Landscaping should be comprehensive to serve the individual building/site and also complement the surrounding landscape character. Although it is routine practice to encourage dense landscaping and tree clusters along the street frontage to visually obscure commercial buildings, site landscaping should be implemented to contribute in creating a sense of place, not as a visual blocking tool.
2. Non-linear arrangement of landscape beds is preferred and should contain a variety of landscape species to present a diverse palate of height, color and texture. Plantings should also be selected to take advantage of the region's seasonal schedule to provide a range of color and texture throughout the year.
3. To the greatest extent possible, native plantings should be incorporated into the landscape design.
4. A soldier-course of landscape plantings should generally be avoided.
5. Screening of equipment should be accomplished through plantings that work into the natural rhythm of the landscape design, rather than introducing an evergreen soldier-course of material not present elsewhere on the site.
6. Stormwater detention basins often occupy a significant amount of open space and can be located in high-profile areas of a site. It is important detention areas are visually appealing and should be designed in a non-uniform shape. Expanses of linear shoreline should be reduced in favor of a gradually undulating perimeter, creating a more natural appearance, rather than engineered. The shorelines should be properly sloped to prevent erosion and facilitate native plantings.



# DESIGN GUIDELINES 2014

## Outline V.4

### CHAPTER 1

#### A. Purpose of Design Guidelines

- Since incorporation in 1957, the Village of Lincolnshire has established itself as a community that emphasizes the importance of the built environment through distinctive site design, high-quality architecture, and preservation of the natural environment. This mindset is evident in the original custom-built single-family homes of the Ladd's Lincolnshire Subdivision and continues through every new development proposal requested in Lincolnshire.
- The purpose of these Guidelines is to represent the design objectives of the Village for non-residential development along Milwaukee Avenue and Half Day Road, the main commercial corridors within Lincolnshire. These two corridors serve as the main thoroughfares throughout the community and are travelled by numerous residents and visitors on a daily basis. As a result, the visual character of the Lincolnshire's built environment is "front and center" and sets the tone of the community's identity. While high-level development design is a goal throughout the entire community, these highly-visible corridors are the focus of the Design Guidelines and should exemplify the best in quality design and character.
- In addition to the above plan area, the Downtown Sub-Area focuses on the "downtown" area of Lincolnshire. The purpose of the sub-area is to establish common design themes based on current development to incorporate into any new construction and redevelopment of existing properties.
- The Design Guidelines are intended as a tool for use by the Village in evaluating proposed developments and may also be used in the expansion of existing buildings. These guidelines are aimed to convey the main elements of quality site and building design, and should not inhibit architectural creativity or impede the implementation of best practices.
- The primary objectives of these Guidelines are as follows:
  - i. Further the vision of the Update 2012 Comprehensive Plan by providing design and aesthetic standards for commercial, mixed-use and office development within the Village's commercial corridor.
  - ii. Create a contextual relationship with the existing Village character, while avoiding/without creating repetitive and uninteresting environments.
  - iii. Establish reasonable expectations regarding architecture and landscape quality to strengthen the Village's economic tax base.
  - iv. Create safe and efficient pedestrian and vehicular networks linking development and public spaces along the Village's commercial corridors.

#### B. Village of Lincolnshire Character

- Having been established in 1957, through the original "Ladd's" Lincolnshire subdivision, the Village's architectural style is indicative of the post-War era. Although the Village isn't defined by one dominant style, Postmodern influences, mixed with regional Prairie style elements, combined with Traditional themes are characteristic of Lincolnshire.

- The Village's commercial buildings are strongly influenced by the use of high-quality materials such as brick, stone, limestone, and cedar shake roof shingles. Building detailing plays a contributing role in enhancing the aesthetic character and is as fundamental as the building's design or use of materials.
- The manner in which commercial buildings are landscaped reflects strongly on the Village's image and commitment to the natural environment. As a result, the landscaping expectations for commercial developments is to achieve and maintain sustainable and functional landscapes, which emphasize the use of plants native to this area and to provide vegetation color and interest throughout the entire year.
- Application/Use of Guidelines
  - Staff, ARB, MBOT, Developers
    - These Guidelines are to be used by Village Staff, the Architectural Review Board and Village Board of Trustees as a reference in reviewing plans and development proposals for new construction and redevelopment of the Village's commercial corridor.
    - These Guidelines are also to serve developers, architects, land owners, business owners, etc. as a reference guide of the high quality development sought by the Village of Lincolnshire.

### **C. Desired Character & Development Pattern**

- The highly traveled regional roadways of Milwaukee Avenue and Half Day Road (IL Route 22) provide Lincolnshire with the opportunity to reinforce its commitment to quality architecture and design. Construction should be complimentary to the established architectural character, but careful to establish a unique identity and place within Lincolnshire.
- Development should consist of exceptional design and quality building materials reflective of the Village's built environment. Where appropriate, the use of quality building materials on every building façade should be accomplished.
- Development must also enhance Lincolnshire's economic vitality beyond the sole inspiration of aesthetics. The Village of Lincolnshire's expectation must be realistic to the economic climate and the effects of a business's operation. Design and aesthetic recommendations/requirements should not serve as obstructions or without due consideration to the economic impacts on the developer/operator, rather to achieve a balance of quality architecture appropriate for Lincolnshire and attainable to the developer.

## **CHAPTER 2 DESIGN GUIDELINES**

### **A. Placement & Orientation:**

1. Buildings should be oriented towards the street frontage to establish a vibrant street presence. Based on the adjacent buildings/properties, it may be appropriate to position buildings with minimal front setbacks to maintain the existing development pattern. Off-street parking areas do not need to be located entirely behind buildings and hidden from public/street view, rather be distributed to the side and rear of buildings. Positioning entire parking fields in front of a building should be avoided.
2. Buildings on corner lots should be positioned appropriately to take advantage of the double street frontage and establish a prominent focal point, both in

- building location and architectural features at the corner. Thoughtful site design to locate main parking fields away from the intersection should be conducted.
3. Vehicle drive-thru facilities, including service windows and access lanes, should be positioned to minimize the visual impact from the street frontage to the greatest extent possible. Creative site design techniques, such as detached drive-thru facilities or integration of the drive-thru facility into the site/building design to conceal the facility may be appropriate.
  4. Parking areas should be designed to provide safe and logical navigation throughout the parking areas. When possible, sidewalk connectors from the parking lot to the building pad should be provided to minimize pedestrians having to walk within the vehicle drive aisles. Vehicular ingress and egress to a site should focus on maximizing vehicle stacking opportunities so there is minimal impact on internal circulation and parking.
  5. Parking spaces immediately adjacent to a building should be separated with adequate foundation landscape planting areas to establish a refined transition between parking areas and the building. For parking spaces fronting a curb line, the parking space length can be shortened by 2 feet where a vehicle overhang can be provided. Parking spaces where vehicle overhang is adjacent to a sidewalk, the sidewalk width should be increased to 7 feet to provide sufficient/unobstructed pedestrian access.

#### **B. Architectural style:**

- The architectural tone of Lincolnshire's commercial area is generally classified as traditional, where Postmodern design of reference and ornament are emphasized on the façade is the most commonly implemented architectural style in the Village. Commercial settings have recently expanded the architecture pallet to include Prairie School design elements, colors and materials. New construction should be mindful of the existing architectural context, but must establish its own unique identity and place within Lincolnshire to avoid producing undistinguishable environments.
1. One-story commercial buildings should have their height accentuated through varied roof heights or architectural tower elements to provide presence.
  2. Tower elements are encouraged and should be incorporated into the building design, where appropriate. Roof and building façade materials for such elements can incorporate distinctive materials separate from the main building field, but should be complementary to the overall building design and scale.
  3. Buildings should incorporate a three-component façade design, including 1) base element, through materials and design, 2) a main building field, and 3) varied roofline.

#### **C. Building materials:**

- Beyond architectural style, a key element of a building's identity is the application of quality exterior materials. A variety of materials, such as stone, brick, granite, steel, wood, etc, is encouraged to create an enduring appearance.
  1. Synthetic materials such as Exterior Insulation and Finishing Systems (EIFS) and Dryvit® should not be used as the principal building material, but can be an acceptable application for secondary accent elements and features. However, materials such as cement fiber siding ("hardiboard") and composite roofing shingles that give the impression of natural materials can be an acceptable substitute for primary exterior building materials.

2. Exterior materials that are coordinated with adjacent buildings establish a harmonized character. However, repetitive use of like materials and colors can create a monotonous environment which could lead to a lack of identity amongst developments/buildings.
3. Rooftop equipment screens, rain gutters, downspouts, exhaust vent/screens, and similar ancillary components should coordinate with the building colors to appear as unobtrusive as possible.

#### **D. Façades:**

1. To achieve a strong architectural setting, it is essential building facades be well articulated, with special attention to street-facing facades. Multiple building façades visible from the public way, parking lots, etc. must also display equal attention to detail and design as the primary façade, in which the material palette should be carried through on all visible façades of the building.
2. Building façades should feature articulation to avoid flat, nondescript façades.
3. Architectural detailing and ornamentation (e.g., windows, cornices, lintels, medallions, columns, etc.) are encouraged to provide visual interest.
4. Blank walls facing public ways are discouraged and should incorporate architectural detailing and ornamentation even if not a customer entry. False storefronts or other detailing that gives the impression of an active elevation should be utilized.

#### **E. Roofs:**

1. Roof styles need to be compatible with the building's architectural design character.
2. Roof design elements (e.g., dormers, "eyelids", etc.) are encouraged to break up long roofs sections. However, use of such elements should be implemented consciously so that elements do not appear forced.
3. Roofs should be designed to permit rooftop-mounted mechanical equipment to be placed within a well or behind parapet walls to be screened from surrounding properties.
4. Roof materials should consist of slate shingles, architectural-grade asphalt shingles, or synthetic shingles which give the appearance of slate or cedar or natural materials. Cedar shake roofing shingles are also acceptable; however, the long term maintenance and associated costs may not outweigh the visual appeal of such material. Roof materials for tower elements can incorporate distinctive materials separate from the main roof, such as standing seam metal, but should be complementary to the overall roof design.
5. Roof heights should be varied, where appropriate

#### **F. Awnings & canopies:**

1. Awnings and canopies should be an integral architectural feature of the building design, tailored to the façade of the building and positioned so that distinctive architectural features remain visible.
2. Materials should consist of incombustible, non-reflective canvas or canvas-like material. Metal awnings and canopies can be appropriate based on compatibility with the specific building architectural style.

3. Colors and patterns of awnings need not match the overall color scheme of the building to which they are attached, but should complement the building design.

#### **G. Service & Site Amenities:**

1. Site lighting should reflect the architectural tone of the development and maintain a compatible style/design throughout. Building illumination should extend beyond aesthetics and serve a functional purpose for safety. Architectural building elements and ornamentation can be highlighted through the use of thematic lighting, but should be carried out tastefully.
2. Beyond building and parking lot lighting, pedestrian-oriented lighting fixtures and bollard lighting should be included in the site development.
3. Site amenities such as flower baskets, sculptures, water fountains, children's play areas, etc., are encouraged to introduce a sense of place and character to developments.
4. Site furniture (e.g., benches, trash containers, drinking fountains, bike racks/stations, etc.) locations need to be strategically positioned to be functional. Materials should be weather-resistant to reduce wear and tear.
5. Trash enclosures and service areas need to be concealed with a solid enclosure constructed of consistent building materials and colors to blend with the surroundings. For those portions of the enclosure which are open to public view, landscaping to soften the visual effect of enclosures and service areas is necessary.
6. Every effort should be taken to locate service areas in the rear of the site's layout and limit visibility from the street frontages.

#### **H. Landscaping:**

1. Landscaping should be comprehensive to serve the individual building/site and also complement the surrounding landscape character. Although it is routine practice to encourage dense landscaping and tree clusters along the street frontage to visually obscure commercial buildings, site landscaping should be implemented to contribute in creating a sense of place, not as a visual blocking tool.
2. Non-linear arrangement of landscape beds is preferred and should contain a variety of landscape species to present a diverse palate of height, color and texture. Plantings should also be selected to take advantage of the region's seasonal schedule to provide a range of color and texture throughout the year.
3. To the greatest extent possible, native plantings should be incorporated into the landscape design.
4. A soldier-course of landscape materials should generally be avoided.
5. Screening of equipment should be accomplished through plantings that work into the natural rhythm of the landscape design, rather than introducing an evergreen soldier-course of material not present elsewhere on the site.
6. Stormwater detention basins often occupy a significant amount of open space and can be located in high-profile areas of a site. It is important detention areas are visually appealing and should be designed in a non-uniform shape. Expanses of linear shoreline should be reduced in favor of a gradually undulating perimeter, creating a more natural appearance, rather than engineered. The shorelines should be properly sloped to prevent erosion and facilitate native plantings.

- If providing a large un-structured naturalized planting area, insure a minimum 5' wide mowed lawn border between native landscaped area and any curblin

**REQUEST FOR BOARD ACTION  
Architectural Review Board  
April 21, 2015**

<b>Subject:</b>	Lincolnshire Design Guidelines Update
<b>Action Requested:</b>	Consideration and Discussion of Lincolnshire Design Guidelines concept and objectives
<b>Originated By/Contact:</b>	Stephen Robles, Village Planner Department of Community & Economic Development
<b>Referred To:</b>	Architectural Review Board

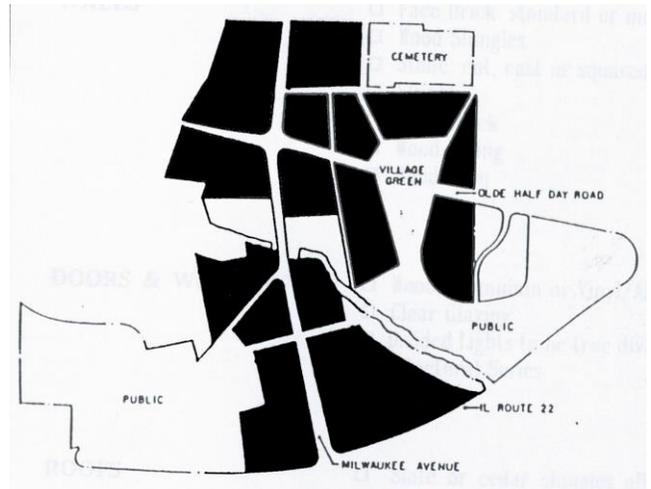
**Background:**

- A goal of the Community & Economic Development Department is to update the "Lincolnshire Village Center Design Guidelines" (Guidelines). The existing guidelines were established in the early 1990's, through the services of external consultants, and have not been updated in over 20 years.
- The objective of the update is to modernize the Guidelines to identify and illustrate the current desired visual character for Lincolnshire's built environment, both for new construction and redevelopment. The update will further provide the opportunity to incorporate design and development methods proven successful in site/building design, while avoiding/eliminating demonstrated design pitfalls.
- This initial introduction to the Guidelines was originally scheduled at the August 19, 2014 ARB meeting. However, that meeting was cancelled and this topic has since been tabled due to the ARB's request to discuss any updates with full Member attendance, as well as, ARB review of other development proposals resulting in lengthy discussions.

**Summary:**

- **Intent:** The original intent of the Guidelines focused solely on the Village Center referred to as the "Half Day Area" (see inset map). Staff proposes to expand the application of the Guidelines to the highly-visible and traveled thoroughfares of Route 22, Milwaukee Avenue and Aptakisic Road. Development along these primary arterials should exemplify the best in quality design and character (see attached Draft Corridor Map).

Additionally, Staff believes a more well-defined development character in the "Downtown" area should continue to apply, but at a more basic level of establishing common design themes that should be continued through new construction.



- **Objectives:** The objectives in the Guidelines are to be revised based on the expanded focus areas, as follows:
  - i. Further the vision of the Update 2012 Comprehensive Plan by providing design and aesthetic standards for commercial, mixed-use and office development within the Village's commercial corridor.

- ii. Create a contextual relationship with the existing Village character, while avoiding repetitive and uninteresting environments.
  - iii. Establish reasonable expectations regarding architecture and landscape design balancing quality with the economic realities of site development.
  - iv. Create safe and efficient pedestrian and vehicular networks linking developments and public spaces along the Village's commercial corridors.
- Identification of Character: A key element missing from the current Guidelines is the identification of Lincolnshire's character. Identifying design character establishes the expectations of the Village and aims to avoid repetition and oversaturation of similar building designs. Staff believes the Village's commercial architectural style generally falls into one of the three following design styles: 1) Traditional, 2) Postmodern, and 3) Prairie School.
  - Application of Guidelines: The update will identify the stakeholders who apply these Guidelines (Village Board, ARB, Staff, developers, architects, etc.), which is absent from the current document.
  - Guideline Elements: The current Guidelines describe "building use, placement, height, parking and other issues relating to the definition of public space" in a very specific manner (see current Urban Design Guidelines, attached). Such approach can limit design flexibility and creativity, resulting in monotonous development patterns. Updates will aim to convey the main elements of quality site and building design, without inhibiting architectural creativity or impeding the implementation of best practices.

The "Downtown" area will continue to have a special focus on development character. Rather than outlining specific design standards, Staff proposes to identify common design elements/themes that characterize the Downtown area. Development would be encouraged to incorporate such common elements/themes within the Downtown area to establish cohesion, while allowing architectural creativity.

- Architectural Style: The current document addresses only the architectural style within the Village Green center, whereas the update will illustrate the variety of architectural design and concepts appropriate for the expanded focus area.
- Building Materials: A key element to building design is the use of exterior materials. The identification of exterior building materials will be expanded to include new synthetic materials, such as cement fiber siding ("hardiboard") and composite roofing shingles. The update will also reinforce that EIFS/dry-vit material should be limited and only used for secondary accent materials.
- New Elements: Site furniture and lighting, service areas, façades, roofs, and awnings/canopies will be introduced into the updated Guidelines as each element plays a key role in the overall character of a building/development. In addition, Staff welcomes ARB input on any other elements that should be considered as part of the updated Guidelines.

**Recommended Action:**

Input and direction from the Architectural Review Board on the proposed outline for updates to Lincolnshire Design Guidelines. Staff recommends returning to the May meeting with a completed Draft Guideline document, incorporating ARB comments, for review.

**Reports and Documents Attached:**

- Current Lincolnshire Urban Design Guidelines.
- Draft Design Guidelines Corridor Map and Sample Pages, prepared by Staff.
- Design Guidelines 2015 Update Outline, prepared by Staff.

<b>Meeting History</b>	
Initial Referral at Village Board (COW):	July 28, 2014
Architectural Review Board (Cancelled):	August 19, 2014
Architectural Review Board (Tabled):	September 16, 2014
Architectural Review Board (Tabled):	October 21, 2014
Current Architectural Review Board:	April 21, 2015

**REQUEST FOR BOARD ACTION  
Architectural Review Board  
September 16, 2015**

<b>Subject:</b>	Lincolnshire Design Guidelines Update
<b>Action Requested:</b>	Continued discussion of concepts and objectives to the Lincolnshire Design Guidelines.
<b>Originated By/Contact:</b>	Stephen Robles, AICP - Village Planner Department of Community & Economic Development
<b>Referred To:</b>	Architectural Review Board

**Background:**

- The existing Design Guidelines and the outline for the proposed updates were introduced to the ARB at the April 21<sup>st</sup> meeting.
- Since the existing guidelines were established in the early 1990's, through the services of external consultants, and have not been updated in over 20 years, the objective is to modernize the Guidelines and establish the desired visual character for new construction and redevelopment.
- At the April 21, 2015 meeting, the ARB expressed the following items requiring further analysis:
  1. Building placement related to the lot and how it aligns with the Village's goals of development.
  2. Encourage connectivity between developments.
  3. Understanding of the Village's vision for the areas contained in the Guidelines.

**Summary:**

Following is Staff's summary and responses to the above ARB items:

- **Item 1: Building Placement:**

Staff's aim of the Design Guidelines updates is to identify design and aesthetic standards for non-residential development within the Village's commercial corridors (see attached map) by establishing reasonable expectations of architecture and landscape design. The ARB expressed the need to also address suitable building placement on a lot to realize the Village's goals of future land development.

Building placement and orientation is a key element of site design and is equally important as building architecture. The existing "Village Center Urban Guidelines" specify building placement, including minimum and maximum building setbacks for each area of the guidelines (see attached Guidelines). Such detailed locational requirements have not been followed and significantly limit design flexibility of building placement based on use and physical site conditions.

***Rather than defining specific building placement within the Guidelines, a more appropriate approach would be to identify desired building orientation, such as fronting the street and encouraging off-street parking facilities within the rear of buildings. Staff seeks the ARB's direction whether basic building locations is preferred, rather than exact building locations.***

- **Item 2 – Encouraging Connectivity:**

The ARB expressed the need to foster connectivity to promote pedestrian access to retail and services, and decrease traffic congestion. Further, connectivity between adjacent commercial properties/developments should be encouraged to aid in traffic circulation and provide easy access to adjoining commercial developments, as recommended by the Update 2012 Comprehensive Plan.

***A primary objective of the Guidelines is to create safe and efficient pedestrian and vehicular networks for developments to reduce traffic demands on local roads and link developments with public spaces.***

***Following is a summary of the objectives of the Guidelines:***

- i. Further the vision of the Update 2012 Comprehensive Plan by providing design and aesthetic standards for commercial, mixed-use and office development within the Village’s commercial corridor.***
- ii. Create a contextual relationship with the existing Village character, while avoiding repetitive and uninteresting environments.***
- iii. Establish reasonable expectations regarding architecture and landscape design balancing quality with the economic realities of site development.***
- iv. Create safe and efficient pedestrian and vehicular networks linking developments and public spaces along the Village’s commercial corridors.***

- **Item 3 – Understanding Village’s Vision for Areas in the Guidelines:**

Community visioning is a common exercise within urban planning for developing consensus about what future the community desires and deciding actions necessary to achieve it. The goal of the Guidelines is to represent design objectives for non-residential development along major thoroughfares, aimed to convey the main elements of quality site and building design to not inhibit architectural creativity or impede the implementation of best practices.

***Since the Guidelines are intended to serve as guides and encourage architectural flexibility rather than specific requirements for commercial development, Staff believes this can be accomplished without an extensive visioning exercise.***

**Recommended Action:**

Input and direction from the Architectural Review Board on the proposed outline for updates to Lincolnshire Design Guidelines. Staff recommends returning with a completed Design Guideline document, incorporating ARB comments, for consideration.

**Reports and Documents Attached:**

- Current Lincolnshire Urban Design Guidelines.
- Design Guidelines 2015 Update Outline, prepared by Staff.
- Staff memorandum of the April 21, 2015 ARB meeting.

<b>Meeting History</b>	
Initial Referral at Village Board (COW):	July 28, 2014
Architectural Review Board (Cancelled):	August 19, 2014
Architectural Review Board (Tabled):	September 16, 2014
Architectural Review Board (Tabled):	October 21, 2014
Architectural Review Board:	April 21, 2015
Architectural Review Board (Cancelled):	August 18, 2015

Current Architectural Review Board:

September 16, 2015